



## REMOTE WORK POLICY

Remote work (also referred to as telecommuting or working from home) allows employees to work at home, on the road or in a satellite location for all or part of their workweek (hereinafter referred to as “Remote Work.”) Sunshine Village (the “Organization”) considers Remote Work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote Work may be appropriate for some employees and jobs but not for others.

Remote Work can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office. Either an employee or a manager can suggest Remote Work as a possible work arrangement, but it must be approved by the Executive Director or their designee. The Board of Directors of the Organization shall approve all Remote Work arrangements requested of the Executive Director.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent that such an arrangement does not create an undue hardship for the employee or the Organization and with the consent of the employee's health care provider, if appropriate.

All informal Remote Work arrangements are made on a case-by-case basis, focusing first on the business needs of the Organization and may be discontinued at will and at any time by the Organization. Every effort will be made to provide sufficient notice of such changes in order to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Remote Work is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Organization. All protocols are to be complied with at all times and the breach of any protocols may result in termination of telecommuting and disciplinary action up to and including termination of employment.

## REMOTE WORK PROTOCOLS

### Eligibility

Before entering into any Remote Work agreement, the employee and their manager, with the assistance of the Human Resource Department as necessary, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues will be discussed. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

### **Communication**

An appropriate level of communication must be maintained between the employee and their supervisor. The employee will be expected to communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

When an employee is working remotely, the expectation is that he/she attends and participates in all scheduled and impromptu meetings, unless otherwise excused by their immediate supervisor.

### **Equipment**

On a case-by-case basis, the Organization will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each Remote Work arrangement. The Human Resource and Information System Departments will serve as resources in this matter. Equipment supplied by the Organization will be maintained by the Organization. Equipment supplied by the employee, if deemed appropriate by the Organization, will be maintained by the employee. The Organization accepts no responsibility for damage or repairs to employee-owned equipment. The Organization reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Organization is to be used for appropriate purposes only. Web filtering and anti-virus programs will be installed to prevent misuse. The Organization will track all property received, and the employee agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all property owned by the Organization and used by the employee for Remote Work purposes will be immediately returned to the Organization.

The Organization will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Organization will also reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job remotely.

The employee will establish an appropriate work environment within his or her home for work purposes. The Organization will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the Organization's expectations of information security for employees working at the office, Remote Work employees will be expected to ensure the protection of proprietary company and client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Organization's Workers' Compensation Policy. Remote Work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote Work arrangements are not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Remote Work arrangements are not designed to be a replacement for time when an employee is ill. Paid time off should be used when an employee's health inhibits his/her ability to work effectively.

### **Time Worked**

Remote Work employees, who are not exempt from the overtime requirements of the Fair Labor Standards Act, will be required to accurately record all hours worked using the Organization's timecard. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the Remote Work agreement.

I have read and understand the policy and protocols of Remote Work.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the Board of Directors October 7, 2021

REVISED AND APPROVED BY THE BOARD OF DIRECTORS OCTOBER 6, 2022 AND JANUARY 5, 2023